



Stevens Memorial Library  
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## LIBRARY TRUSTEE MEETING SEPTEMBER 2, 2014

Present: Paula Dowd-Chair, Paula St. Laurent Kuehl, Ed Vitone, Maggie Whitney, Margaret Donovan and Mary Calandrella

Paula opened the meeting at 3:39 pm.

Motion by Ed Vitone to close the trustee meeting to enter into Executive session to discuss the candidates with search committee, 2nd Maggie Whitney, vote was unanimous.

Motion by Paula St. Laurent Kuehl to reconvene the Trustee's meeting at 4:22pm, 2nd by Margaret Donovan, vote was unanimous. Please note that Maggie Whitney was absent at the reconvene of the Trustee meeting.

Louise Reid spoke to the board with reference to the book sale. She stated that this will be her last year holding the sale. She asked the board for permission to hold the sale at the library. Motion by Margaret Donovan to allow the book sale to be held at the library by Louise Reid during the week of October 20 – 24, 2014 and 2nd Ed Vitone. Vote was unanimous. Louise also asked the library to post an ad looking for someone to take over the book sale.

The board conducted an interview with a potential candidate for the interim director's position. The candidate Theresa Hathaway was asked several questions by the board with regards to hours available and her past experiences. The board spoke of their expectations of an interim. The board thanked Mrs. Hathaway for her time and told her they would be in contact with the temp agency.

Motion by Paula St. Laurent Kuehl to approve the July 28<sup>th</sup> meeting minutes as amended, 2<sup>nd</sup> Ed Vitone; vote was unanimous.

Motion by Ed Vitone to approve the August 5<sup>th</sup> & August 5<sup>th</sup> (public forum) meeting minutes as amended, 2<sup>nd</sup> Margaret Donovan, and vote was unanimous

Motion by Ed Vitone to approve the August 14<sup>th</sup> meeting minutes, 2<sup>nd</sup> Paula St. Laurent Kuehl, vote was unanimous.

Motion by Ed Vitone to approve the August 25<sup>th</sup> meeting minutes, 2<sup>nd</sup> by Paula St. Laurent Kuehl, vote was unanimous.

Paula Dowd gave her chair report. She told the board she will be on vacation from September 22, 2014 – October 4, 2014. Margaret Donovan will be in charge during her absent. Paula will notify town hall of this. Ed discussed the warrant article. He suggested that the board present to the town an article seeking the additional monies for the library's possible responsibility on a buy out to the former director and the suggested increase in the director's position salary. This warrant article is due to town hall by September 25, 2014. Paula Dowd questioned the salary range and stated that the range will be revisited after the interview process has begun. Paula Dowd said that she will discuss with Doug Briggs on the possible sick/buy out time and amount.

Paula St. Laurent Kuehl gave her treasurer's report on the money market account, mutual account and the Edward Jones account as of August 29, 2014. The Treasurer's report is on file at the library. Motion by Margaret Donovan to accept Treasurer's report, 2<sup>nd</sup> by Ed Vitone; vote was unanimous.

Margaret gave her secretary report. The trivial pursuit group asked if they could become a library program. The room rental fees still need to be discussed and a clear policy must be implemented. The board will continue discussion on the room rental policy. Margaret reminded all board members on the ethics test. Margaret also received a renewal form for the Worcester Business journal. She stated that this journal wasn't widely used. Motion by Paula St. Laurent Kuehl to cancel subscription to the Worcester Business journal, 2<sup>nd</sup> Ed Vitone, vote was unanimous.

Ed presented to the board the need to write a letter to the selectman and advisory with the data from the survey report for an additional library employee. Ed feels strongly that the data collected will prove that the library is in need. Motion by Margaret Donovan to write a letter to the selectman and advisory board seeking an additional staff member for FY16, 2<sup>nd</sup> Ed Vitone; vote was unanimous. Ed contacted the Boston Globe directly to seek a 7 day a week subscription to the Boston Globe. This would be at a reduce cost from the current subscription received from the Ashburnham Wine & Spirits. Motion by Margaret to be allowed to payoff the balance due to the Ashburnham Wine & Spirits and to subscribe directly to the Boston Globe for the first year at \$ 713, 2<sup>nd</sup> Paula St. Laurent Kuehl, vote was unanimous. It was suggested that there should be annual audits performed at the library for transparency. It was ask of the trustees to come up with names of auditors. The vacant seat position on the board has been posted and they have received three interested candidates to date. Margaret reminded the board on September 8<sup>th</sup> Advisory board meeting

The discussion on Library trust funds and fees collected was brought up again by Ed Vitone. He stated that town counsel Deb Phillips has joined the meeting and will speak on Mass General Laws pertaining to trust funds. Deb stated several laws indicating that specific language must in each trust in order to hold a trust. If no such language exists then all trust must be held by the town. It is unlawful for the town or any other entity to use said funds for any other purposes other than instructed by the trust itself. Deb said that all trust must be read to see which category the fall in. Margaret stated that several trust were in the locked former director's office. Ed told Deb Phillips that he believes Sylvia had a file with some trusts in the town administrators' office as well. The board will take all details given by town counsel under agreement. Ed suggested

that another board member speak directly to the Mass board of libraries so there is a clear understanding on what funds/fees can be kept and which ones can not.

Motion by Ed Vitone to adjourn at 7:14pm, 2<sup>nd</sup> by Paula St. Laurent Kuehl, vote was unanimous.

Respectfully submitted by: Mary Calandrella